

Child Care Counts: COVID-19 Response and Relief Payment Programs Application Guide

04/16/2021



Wisconsin Department of
Children and Families

Table of Contents

About this Guide	2
How to Submit an Application	4
Payment Summary Page	5
APPLYING FOR PAYMENT PROGRAM A	8
Providing Safe, Healthy, And High-Quality Child Care Opportunities	
APPLYING FOR PAYMENT PROGRAM B	21
Funding Staff Recruitment And Retention Efforts	
APPENDIX.....	35

About This Guide

This guide details how providers will use DCF's Provider Portal to apply for the **Child Care Counts: COVID-19 Response and Relief Payment Program** during the application period **04/19/2021 – 04/30/2021**.

Please review all payment program details, eligibility requirements, and terms and conditions on our [webpage](#) before submitting your application.

The Payment Program application is available in the [Child Care Provider Portal](#) system. Information about [applying for access can be found here](#). If you need help gaining access to the Child Care Provider Portal, please email DCFPlcBECRCBU@wisconsin.gov.

If you are unable to access the Provider Portal, or choose not to, you can contact the Payment Program Call Center for assistance filling out your application over the phone.

System note: the Child Care Provider Portal will time out after **20 minutes of inactivity**, which will force users to log back in.

IMPORTANT NOTICE

Child Care Counts programs are time-limited programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. **They are not grants** as that term is defined in 45 CFR72 and related federal regulations, and the use of the word "grant" is incidental.



Child Care Counts Call Center

If you need any assistance, please send an email to:
DCFDECECOVID19CCPayments@wisconsin.gov.

If you are unable to email, you may call and leave your detailed questions at: 608-535-3650.

Please note – email is recommended for a faster response.

How to Submit an Application

1. Login Screen

Go to <https://mywchildcareproviders.wisconsin.gov/>

Type your **User ID** and **Password** into the appropriate fields. Click the **Login** button to continue.



IMPORTANT NOTE:

Update Your Open Slots

Before beginning your

application, please review the open slots that you have available, including slots for age ranges and total available slots. This will ensure that your center's available openings display accurately in the [Available Child Care Map](#).

Click **Save** when your slot information is updated.

How to Submit an Application

The screenshot shows the 'Child Care Provider Portal' with a welcome message for 'Laura'. The page title is 'COVID-19 Emergency Information'. Below the title is a paragraph explaining the need to update information due to the pandemic. A form follows with fields for address, current status, and care capacity. At the bottom of the form is a 'Save' button. Below the form is a 'Home' section with five navigation buttons: 'Financial', 'Facility Details', 'Communications', 'Manage Facility', and 'Individuals'. A red circle with the number '2' highlights the 'COVID-19 Payments' button, which is located below the 'Communications' button. A red box with a white border highlights the 'COVID-19 Payments' button and a larger version of the button with a red 'Apply Now' button next to it. The footer contains links for 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', and 'Wisconsin.gov', along with the department's mission statement and a link to 'Update SPA CWA Privileges'.

Child Care Provider Portal
Welcome, Laura

Logout
0800035730-003

PROC Site
123 Licensed Street
Mke, WI 45454-5455

COVID-19 Emergency Information

Due to the COVID-19 pandemic, please complete the following and keep it up-to-date so that DCF and its partners can help workers and others performing critical functions fill urgent child care needs. Press "Save" once you have completed filling out the information.

If you update the closure status below, please also contact your licensor or certifier.

Address 123 Licensed Street
Mke, WI 45454-5455

Is this location currently open? Yes No

Are you able to provide care for more children with disability? Yes No

Enter the number of open slots you have available at this location below.

For children under 2 years?

For 2 and 3 year-olds?

For 4 and 5 year-olds?

For 6 year-olds and older?

Enter the total number of open slots (i.e., available slots) you have available at this location below.

Total available slots

Last updated on 10/22/2020 08:56 AM

Save

Home

Financial Facility Details Communications Manage Facility Individuals

2 COVID-19 Payments

Other Facilities

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2. COVID-19 Payments Button

On the *COVID-19 Emergency Information* page, scroll to the bottom of the page and click on the **COVID-19 Payments** button.

Beginning Your Application

3

Funding Period	When Can I Apply?	Payment Program	Status	
Spring 2021	March 29 - April 09	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Not Applied	Apply
Spring 2021	March 29 - April 09	Funding Staff Recruitment And Retention Efforts	Not Applied	Apply

3. Start Application
To apply for a specific program, select the **Apply** button on the *Summary* page.

COVID-19 Payments
Please read all the below details before proceeding with application

COVID-19 Payments Information

IMPORTANT NOTICE: The Child Care Counts programs are time-limited payment programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. They are not grants as that term is defined in 45 CFR 72 and related federal regulations, and use of the word "grant" is incidental.

What is Program A *Providing Safe, Healthy, And High-Quality Child Care Opportunities*?

The *Providing Safe, Healthy, And High-Quality Child Care Opportunities* payment program is intended to support the costs of maintaining or enhancing compliance status and/or YoungStar level, increasing health and safety practices, and ensuring high-quality care is available across state. Details about the purpose, conditions, and determination of the payment can be viewed on the [payment information page](#).

When Can I Apply?

You may apply for this payment anytime from 03/29/2021 through 04/09/2021. You may make changes to your application until the last day. After that, your information will be locked so that the determination and payment process may proceed.

What information do I need to complete this application?

The following information will be collected:

- Facility details (contact information, summary information about your staff and children)
- Temporary closures due to COVID-19
- Hours of operation during COVID-19 emergency
- Enrolled children information
- Reopen/Closure details (Required if location is closed)

What happens after I submit my application?

After 04/09/2021, DCF will evaluate and determine payments. You will be notified by email when the review process has been completed. Payments will be made through either direct deposit or check. To receive your money the fastest, register with FIS, if you haven't done so already; FIS registration may take up to 10 business days, and must be finalized before the end of the review period in order to receive your payment through direct deposit. If you prefer to receive a check, you will receive additional instructions with your payment determination notice. Please note that receiving a check will take longer than direct deposit through FIS.

5

[Continue](#)

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4. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

5. Continue

Click **Continue** to go to the *Payment Application Details* page.

Payment Summary Page

6. COVID-19 Payment Application List

There is only one application period.
04/19/2021 – 04/30/2021.

There are two payment programs for which a provider can apply.

- A. Providing Safe, Healthy, and High-Quality Child Care Opportunities
- B. Funding staff Recruitment and Retention Efforts

Child Care Provider Portal
Welcome, Laura

PRDC Site
124 Wisconsin Street
Madison, WI 53703-5455

Logout
08000370-0015
Facility ID: 4232852
FCS Provider ID: 0217957

COVID-19 Payment Application List

for COVID-19 payments and view details of payment program applications already started or completed.

Funding Period	When Can I Apply?	Payment Program	Status	
Spring 2021	March 29 - April 09	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Not Applied	Apply ▶
Spring 2021	March 29 - April 09	Funding Staff Recruitment And Retention Efforts	Not Applied	Apply ▶
Fall 2020, Round 2	October 14 - October 31	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Approved	Details ▶
Fall 2020, Round 2	October 14 - October 31	Funding Staff Recruitment And Retention Efforts	Approved	Details ▶
Fall 2020	August 28 - September 08	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Approved	Details ▶
Fall 2020	August 28 - September 08	Funding Staff Recruitment And Retention Efforts	Not Available	
May 12 - June 11 2020	June 29 - September 08	Providing Funding To Care For Essential Workforce Families	Not Available	
May 12 - June 11 2020	June 29 - September 08	Incentive Pay	Not Available	
May 12 - June 11 2020	June 29 - September 08	Support For Closed Child Care Programs	Not Available	
April 12 - May 11 2020	May 31 - June 14	Providing Funding To Care For Essential Workforce Families	Not Available	
April 12 - May 11 2020	May 31 - June 14	Incentive Pay	Not Available	
April 12 - May 11 2020	May 31 - June 14	Support For Closed Child Care Programs	Not Available	
March 12 - April 11 2020	May 03 - May 15	Providing Funding To Care For Essential Workforce Families	Approved	Details ▶
March 12 - April 11 2020	May 03 - May 15	Incentive Pay	Approved	Details ▶
March 12 - April 11 2020	May 03 - May 15	Support For Closed Child Care Programs	Not Available	

Home

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! Regulated providers may be able to apply for BOTH payment programs. Please review Eligibility and Requirements details on the [Payment Program web page](#).

Beside the Payment Program title, you will also see the **Status** of your application.

Incomplete indicates you have started an application for the program, but your application has not been completed. Click **Details** to return to your application.

Not Applied means you haven't applied for this payment. Click **Apply** to begin your application.

You may make corrections to your application until the end of the application period – 11:59 p.m. 04/30/2021.

Applications cannot be modified after the application closes.



APPLYING FOR PAYMENT PROGRAM A

Providing Safe, Healthy, And High- Quality Child Care Opportunities

Beginning Your Application

1

ID-19 Payment Application List

for COVID-19 payments and view details of payment program applications already started or completed.

Funding Period	When Can I Apply?	Payment Program	Status	
Spring 2021	March 29 - April 09	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Not Applied	Apply
Spring 2021	March 29 - April 09	Funding Staff Recruitment And Retention Efforts	Not Applied	Apply
Fall 2020, Round 2	October 14 - October 31	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Approved	Details
Fall 2020, Round 2	October 14 - October 31	Funding Staff Recruitment And Retention Efforts	Approved	Details
Fall 2020	August 28 - September 08	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Approved	Details
Fall 2020	August 28 - September 08	Funding Staff Recruitment And Retention Efforts	Not Available	
May 12 - June 11 2020	June 29 - September 08	Providing Funding To Care For Essential Workforce Families	Not Available	
May 12 - June 11 2020	June 29 - September 08	Incentive Pay	Not Available	
May 12 - June 11 2020	June 29 - September 08	Support For Closed Child Care Programs	Not Available	
April 12 - May 11 2020	May 31 - June 14	Providing Funding To Care For Essential Workforce Families	Not Available	
April 12 - May 11 2020	May 31 - June 14	Incentive Pay	Not Available	
April 12 - May 11 2020	May 31 - June 14	Support For Closed Child Care Programs	Not Available	
March 12 - April 11	May 03 - May 15	Providing Funding To Care For Essential	Approved	Apply

1. Begin Application

On the payment Program *Summary* page, apply for a specific program by clicking the appropriate **Apply** button. In this case, we will click the **Apply** button next to the *Providing Safe, Healthy, And High-Quality Child Care Opportunities*.

2. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue

Click **Continue** to go to the **Application Details** page.

COVID-19 Payments

Please read all the below details before proceeding with application

COVID-19 Payments Information

IMPORTANT NOTICE: The Child Care Counts programs are time-limited payment programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. They are not grants as that term is defined in 45 CFR 72 and related federal regulations, and use of the word "grant" is incidental.

What is Program A *Providing Safe, Healthy, And High-Quality Child Care Opportunities*?

The *Providing Safe, Healthy, And High-Quality Child Care Opportunities* payment program is intended to support the costs of maintaining or enhancing compliance status and/or YoungStar level, increasing health and safety practices, and ensuring high-quality care is available across state. Details about the purpose, conditions, and determination of the payment can be viewed on the [payment information page](#).

When Can I Apply?

You may apply for this payment anytime from 03/29/2021 through 04/09/2021. You may make changes to your application until the last day. After that, your information will be locked so that the determination and payment process may proceed.

What information do I need to complete this application?

The following information will be collected:

- Facility details (contact information, summary information about your staff and children)
- Temporary closures due to COVID-19
- Hours of operation during COVID-19 emergency
- Enrolled children information
- Reopen/Closure details (Required if location is closed)

What happens after I submit my application?

After 04/09/2021, DCF will evaluate and determine payments. You will be notified by email when the review process has been completed. Payments will be made through either direct deposit or check. To receive your money the fastest, register with FIS, if you haven't done so already. FIS registration may take up to 30 business days, and must be finalized before the end of the review period in order to receive your payment through direct deposit. If you prefer to receive a check, you will receive additional instructions with your payment determination notice. Please note that receiving a check will take longer than direct deposit through FIS.

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3

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Add Application Details for Your Location

COVID-19 Payments – Add Application Details
Add common and payment program details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Grantee Details

Funding Period: Spring 2021

Grantee First Name * Lisa

Grantee Middle Initial

Grantee Last Name * Licensed

Grantee Email * Lisa@Licensedcenter.Com

Grantee Phone * (121) 212-1212

Tell us if your program is opened or closed due to COVID-19

Was your facility open on 03/12/2021? * Yes No

Tell us about the children at your facility

Did your facility serve any children with disabilities? * Yes No

Did your facility serve any children who speak languages other than English? * Yes No

Did your facility serve any children who are experiencing homelessness? * Yes No

Did your facility serve any children from tribal communities? * Yes No

Did your facility serve any children living in rural areas? * Yes No

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program: Providing Safe, Healthy, And High-Quality Child Care Opportunities

Number of Children attended *

4. Add Grantee Details

There is a single funding period for this application.

Be sure to enter the details marked with a red star. *

If inaccurate details are entered, this could delay your application.

5

5. Tell Us About Program Open/Closures

Was your facility open on 03/12/2021?

Please note that you should check **Yes** if your program is in open status (as opposed to Temporarily Closed), even if you were closed on this day for a vacation day or similar reason. Check **No** if your program was in Closed or Temporarily Closed status on this date.



NOTE: If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location

Tell us about the children at your facility

Did your facility serve any children with disabilities? Yes No ⓘ

Did your facility serve any children who speak languages other than English? Yes No

Did your facility serve any children who are experiencing homelessness? Yes No ⓘ

Did your facility serve any children from tribal communities? Yes No

Did your facility serve any children living in rural areas? Yes No ⓘ

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program: Providing Safe, Healthy, And High-Quality Child Care Opportunities

Number of Children attended * ⓘ

Comments

Add

6. Tell Us About the Children in Your Program

In this section, you can click on the ⓘ icon for more information about what the question is asking.

Number of Children attended ⓘ

Enter the number of children who attended at least one day between 3/7/2021 and 3/13/2021 at this location.

In this case, clicking the more information icon tells you that you need to add the number of children who attended your location **AT LEAST** one day between **03/07/2021** and **03/13/2021**.

Click **Add** to move on to the next page.



NOTE: If you see the ⓘ icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

Update or Verify Location Temporary Closures

7. Temporary Closures

You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the **Add Temporary Closure** button, and you will be taken to the **Closure Schedule** screen shown below.

COVID-19 Payments - Temporary Closure

Common Details
Funding Period: Spring 2021
Grantee Name: Rory, Mick

Verify Temporary Closure

From	To	Closure Reason	Comments
		No closures	

The closure periods should reflect any periods of time your facility was closed during the funding period (3/7/2021 - 3/13/2021). You must verify the closure periods above by checking the box below and selecting Verify. If you need to add a new closure period, select the 'Add' button.

The closures listed above are accurate and complete for the period of 3/7/2021 to 3/13/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.

Add Temporary Closure **Verify**

After including all appropriate temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.

COVID-19 Payments - Add Closure Schedule

Common Details
Funding Period: Spring 2021
Grantee Name: Rory, Mick

Verify Temporary Closure

From Date: 03/10/2021
To Date:
COVID-19 Closure Reason: COVID-19 Lack of families
Comments: not enough kids

Add

Temporary Closure

! If you did not have any temporary closures during the funding period, check the box to verify and select **Verify** to continue through the application.

The closures listed above are accurate and complete for the period of 3/7/2021 to 3/13/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.

Verify

Update or Verify Hours of Operation

COVID-19 Payments - Operational Hours
Add Operational Hours

Common Details

Funding Period: Spring 2021
Grantee Name: Rory, Mick

Operational Hours

Specify your Operating Hours during
3/7/2021 - 3/13/2021

Enter open times for each day you are open
(e.g., 7 am - 6 pm)

Sunday
6:00 AM - 6:00 PM

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Open some hours between 6 am and 6 pm ? * Yes No

Open some hours before 6 am or after 6 pm ? * Yes No

Comments

Add

Operational Hours Details

8

8. Hours of Operation

If your location was open fewer hours than normal during the period **03/07/2021 – 03/13/2021** due to COVID-19, please adjust your hours here.

Hours of operation will be auto-filled based on your license or certification hours.

Select the **Add** button to save your information and continue to the **Reopen/Closure Details** section, where you will tell us about your reopening plans if you have been closed.

Adding Children Detail

10. Add Children to the Application

You will be asked to add every child who attended at least one day between **03/07/21** – **03/13/21**.

NOTE: The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.

Payment Program Details for *Funding Staff Recruitment And Retention Efforts*

Payment Program: Funding Staff Recruitment And Retention Efforts
Grant Application ID: 0000000000

Number of Children attended: 0

Grant Status: Incomplete

Comments:

Add

COVID-19 Payments – Add Child

Common Details

Funding Period: Spring 2021
Grantee Name: Rory, Mick

Child Details

First Name: Saw
Middle Initial:
Last Name: Yer
Date of Birth: 7/11/2007
Care Type: Full-time Care Part-time Care
Has disability?: Yes No
Speaks language other than English?: Yes No
Experiencing homelessness?: Yes No
Living in tribal community?: Yes No
Living in rural area?: Yes No
WI Shares recipient during 03/07/2021 – 03/13/2021?: Yes No
Attend during 03/07/2021 – 03/13/2021?: Yes No

Did the child attend at least one day between 3/7/2021 and 3/13/2021?

Comments:

Add

Click the **Add** button once you have filled out all information on the page.

Previous Payment Child List

11. Verify Previous Child List

If you applied for funding in a previous *Child Care Counts* application, children added to your previous application will appear here, and may be copied into your current application. Click **COPY** to add children to your application. This will take you to the *Child Details* page.

Name	Date of Birth	Care Type	
Hexx Boltt	7/15/2011	Full-Time Care	Copy
Jigg Saww	8/15/2016	Full-Time Care	Copy
Nail Gunn	9/23/2019	Full-Time Care	Copy

Child Details

First Name * Jigg

Middle Initial

Last Name * Saww

Date of Birth * 8/15/2016

Care Type * Full-time Care Part-time Care

Has disability? * Yes No

Speaks language other than English? * Yes No

Experiencing homelessness? * Yes No

Living in tribal community? * Yes No

Living in rural area? * Yes No

WI Shares recipient during 03/07/2021 - 03/13/2021? * Yes No

Attend during 03/07/2021 - 03/13/2021? * Yes No

Verify child details that were copied and indicate if the child attended at least one day between **03/07/2021** – **03/13/2021**. Click the  icon for more information about what the questions are asking.

Click the **Add** button once you have filled out all information on the page.

Adding Children Detail

12. Add Children to the Application

After adding a child to the application, you will be taken to the *Child List* that shows you all the children you have added to your application. Click the **Add Child** button to continue adding children to your application. Remember, the number of children displayed here should match the number of children that you listed as enrolled in the *Grant Details* section.

12 COVID-19 Payments – Child List

Common Details			
Funding Period	Spring 2021		
Grantee Name	Rory, Mick		
...More			
Name	Date of Birth	Care Type	
Hexx Boltt	7/15/2011	Full-Time Care	Details
Jigg Saww	8/15/2016	Full-Time Care	Details
Nail Gunn	9/23/2019	Full-Time Care	Details
Add Child			

COVID-19 Payments – Child Details

Common Details	
Funding Period	Spring 2021
Grantee Name	Rory, Mick
...More	
Child Details for COVID-19 Payments	
First Name	Nail
Middle Initial	
Last Name	Gunn
Date of Birth	9/23/2019
...More	

[Child List](#)

If you need to update or review the information about a specific child, click on the **Details** button to be taken to that child's record. Click on the **...More** button to get to the **Modify Child** Button.

If you have added a child in error to the application, you can remove the child by checking the box **Remove this child from the grant?**

Comments	
<input type="checkbox"/> Remove this child from the grant?	
Save	

Click **Save** on the *Modify Child Details* page if you have changed any information; you should be taken back to the *Child List*. You can continue adding children, as needed, or proceed to submit your application.

Finalizing Your Application

13

ID-19 Payments – Child List

Common Details			
Funding Period	Spring 2021		
Grantee Name	Rory, Mick		
...More			
Name	Date of Birth	Care Type	
Hexx Boltt	7/15/2011	Full-Time Care	Details ▶
Jigg Saww	8/15/2016	Full-Time Care	Details ▶
Nail Gunn	9/23/2019	Full-Time Care	Details ▶
Add Child ▶			
Submit Application ▶			
Application details			

13. Review Your Submission

Click the **Submit Application** button to finalize your application.

You will be taken to the **Submit Application** page. The top of the page will review and compare the information that you entered on the **Application Details** page to the information that you entered for each child. Any text in red indicates that there was a mismatch in what you reported in the **Application Details** page with what you reported for each child.

Inconsistent and/or incorrect information will delay and/or could possibly prevent your application from being processed. It is imperative you go back and fix any issues noted in red. If you are having trouble fixing and/or modifying your application, please email or call for assistance.

COVID-19 Payments – Application Details					
Continue to Child List ▶					
Common Details					
Grantee First Name	Mick				
Grantee Middle Initial					
Grantee Last Name	Rory				
Grantee Email	mickr@suzyys.com				
Grantee Phone	(608) 555-5555				
Funding Period	Spring 2021				
Was your facility open on 03/12/2021?	Yes				
Did your facility serve any children with disabilities?	Yes				
Did your facility serve any children who speak languages other than English?	Yes				
Did your facility serve any children who are experiencing homelessness?	Yes				
Did your facility serve any children from tribal communities?	Yes				
Did your facility serve any children living in rural areas?	Yes				
Modify Common Details ▶					
Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities					
Payment Program	Providing Safe, Healthy, And High-Quality Child Care Opportunities				
Grant Application ID	P000000300				
Number of Children attended	14				
Grant Status	Incomplete (view Terms and Conditions)				
Modify Application Details ▶					
Temporary Closure	Operational Hours	Children	Payment Documents	Program Integrity Documents	Submit Application
Payment Program Summary					

Finalizing Your Application

COVID-19 Payments - Submit Application

Common Details

Funding Period: Spring 2021
Grantee Name: Rory Mick

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program: Providing Safe, Healthy, And High-Quality Child Care Opportunities
Grant Application ID: P000000000
Number of Children Enrolled: 14

Children attended for the facility does not match the number of children entered in the application. Number entered: 8

Did your facility serve any children with disabilities? Yes
No children with disabilities were entered.

Did your facility serve any children who speak languages other than English? Yes
No children with other language were entered.

Did your facility serve any children who are experiencing homelessness? Yes
No children experiencing homelessness were entered.

Did your facility serve any children from tribal communities? Yes
No children from tribal communities were entered.

Did your facility serve any children living in rural areas? Yes
No children from rural areas were entered.

Grant Status: Incomplete

Terms and Conditions

I certify that all information provided in this application is true and correct to the best of my knowledge.
I certify that my program is currently open, or that I plan to reopen by 05/17/2021.
I understand that in order to be eligible for this program I must have had:
• Licensed Group Centers, Licensed Day Camps & Public School Programs: During 03/07/2021 - 05/15/2021, at least 1/3 of enrolled children are age 8 or under.
• Regulated Family Providers: During 03/07/2021 - 05/15/2021, at least 1 enrolled child age 8 or under.

I understand that the Department of Children and Families may monitor and review my use of program funds.

If I receive funding for **Program A - Providing Safe, Healthy, And High-Quality Child Care Opportunities** I agree to the following:

- I will use the funds to support the costs of maintaining or enhancing high-quality care.
- I will follow the health and safety administrative rules for child care providers as outlined by DCF Child Care Regulation and meet the requirements of any local orders.
- I will use the funds for the following purposes:
 - Mortgage/rent
 - Utilities
 - Personal Protective Equipment (PPE)
 - Materials/supplies for cleaning and sanitation
 - Materials/supplies for enhancing the program environment, curriculum and family engagement activities
 - Professional development and/or continuing education
 - Structural changes/modifications to meet compliance guidelines or enhance the program environment
- I will keep all original, supporting documentation related to how this funding was spent, including but not limited to:
 - Mortgage/rent statements
 - Utility statements
 - Original invoices and/or receipts for purchases of materials/supplies including but not limited to:
 - PPE, cleaning and sanitation materials, supplies, and services
 - Materials and supplies for enhancing the program environment, curriculum and family engagement activities
 - Materials, supplies, and labor for structural changes and modifications
 - Educational, supplies and learning materials
- I understand that DCF reserves the right to request documentation of use of this funding for review or audit purposes up to five (5) years after I receive the funds. I agree to promptly supply this documentation upon request.
- I understand that DCF may require repayment of funds disbursed if terms and conditions are not met, and I agree to repay the funds if I fail to meet the terms and conditions of the program.

I accept the Terms and Conditions above.

Submit

Application Details

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Update SPA CWA Privileges

14. Review Your Submission

You must correct any entries with red text. They give you specific details about a mismatch or other problem with the entry.

Any text in red indicates that there was a mismatch in what you reported in the **Application Details** page with what you reported for each child. Inconsistent and/or incorrect information will delay and could possibly prevent your application from being processed. It is imperative you go back and fix any issues noted in red. If you are having trouble fixing/modifying your application, please email or call for assistance.

Click **Application Details** to return to the application and correct the information as necessary.

Finalizing Your Application

15. Review the Terms and Conditions

After reviewing your information, please read through the **Terms and Conditions** for the program. **Please note** we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.

Common Details	
Funding Period	Spring 2021
Grantee Name	Rory, Mick

[...More](#)

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities	
Payment Program	Providing Safe, Healthy, And High-Quality Child Care Opportunities
Grant Application ID	P000000300
Number of Children Enrolled	14
Grant Status	Incomplete

15 Terms and Conditions

I accept the Terms and Conditions above

16 Submit

16. Submit Your Application

Once you have read through the **Terms and Conditions**, click the “I accept the Terms and Conditions above” checkbox, and click the **Submit** button to submit your application for the program.

Modifying After Submission

17. Updating After Submitting

You will have the ability to update your application after submission, **until the application period ends at midnight**. You will need to modify each section and its detail level information.

- To modify the *Common Details*, click the **Modify Common Details** button.

- To modify the *Application Details*, specifically the number of children enrolled during the funding period, select the **Modify Application Details** button. Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

You can use the **Temporary Closure, Operational Hours, Staff, Children, Closure/Reopen** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.



APPLYING FOR PAYMENT PROGRAM B

**Funding Staff
Recruitment And
Retention Efforts**

Beginning Your Application

1

ID-19 Payment Application List

for COVID-19 payments and view details of payment program applications already started or completed.

Payment Program Summary				
Funding Period	When Can I Apply?	Payment Program	Status	
Spring 2021	March 29 - April 09	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Not Applied	Apply
Spring 2021	March 29 - April 09	Funding Staff Recruitment And Retention Efforts	Not Applied	Apply
Fall 2020, Round 2	October 14 - October 31	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Approved	Details
Fall 2020, Round 2	October 14 - October 31	Funding Staff Recruitment And Retention Efforts	Approved	Details
Fall 2020	August 28 - September 08	Providing Safe, Healthy, And High-Quality Child Care Opportunities	Approved	Details
Fall 2020	August 28 - September 08	Funding Staff Recruitment And Retention Efforts	Not Available	
May 12 - June 11 2020	June 29 - September 08	Providing Funding To Care For Essential Workforce Families	Not Available	
May 12 - June 11 2020	June 29 - September 08	Incentive Pay	Not Available	
May 12 - June 11 2020	June 29 - September 08	Support For Closed Child Care Programs	Not Available	
April 12 - May 11 2020	May 31 - June 14	Providing Funding To Care For Essential Workforce Families	Not Available	
April 12 - May 11 2020	May 31 - June 14	Incentive Pay	Not Available	
April 12 - May 11 2020	May 31 - June 14	Support For Closed Child Care Programs	Not Available	
March 12 - April 11	May 03 - May 15	Providing Funding To Care For Essential	Approved	Details

1. Begin Application

On the *Payment Program Summary* page, apply for a specific program, by clicking the appropriate **Apply** button. In this case, we will click the **Apply** button next to the **Funding Staff Recruitment and Retention Efforts** program.

2. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue

Click **Continue** to go to the **Application Details** page.

COVID-19 Payments

Please read all the below details before proceeding with application

COVID-19 Payments Information

IMPORTANT NOTICE: The Child Care Counts programs are time-limited payment programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. They are not grants as that term is defined in 45 CFR 72 and related federal regulations, and use of the word "grant" is incidental.

What is Program B Funding Staff Recruitment And Retention Efforts?

The *Funding Staff Recruitment And Retention Efforts* payment program is intended to support the costs associated with recruiting and retaining high-quality staff. Details about the purpose, conditions, and determination of the payment can be viewed on the [payment information page](#).

When Can I Apply?

You may apply for this payment anytime from 03/29/2021 through 04/16/2021. You may make changes to your application until the last day. After that, your information will be locked so that the determination and payment process may proceed.

What information do I need to complete this application?

The following information will be collected:

- Facility details (contact information, summary information about your staff and children)
- Temporary closures due to COVID-19
- Hours of operation during COVID-19 emergency
- Staff Information
- Enrolled children information
- Reopen/Closure details (Required if location is closed)

What happens after I submit my application?

After 04/16/2021, DCF will evaluate and determine payments. You will be notified by email when the review process has been completed. Payments will be made through either direct deposit or check. To receive your money the fastest, register with FIS, if you haven't done so already. FIS registration may take up to 10 business days, and must be finalized before the end of the review period in order to receive your payment through direct deposit. If you prefer to receive a check, you will receive additional instructions with your payment determination notice. Please note that receiving a check will take longer than direct deposit through FIS.

[Continue](#)

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Update: SPA CWA Privileges

2

3

Add Application Details for Your Location

COVID-19 Payments – Add Application Details
Add common and payment program details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Grantee Details

Funding Period: Spring 2021

Grantee First Name * Lisa

Grantee Middle Initial

Grantee Last Name * Licensed

Grantee Email * Lisa@Licensedcenter.Com

Grantee Phone * (121) 212-1212

Tell us if your program is opened or closed due to COVID-19

Was your facility open on 03/12/2021? * Yes No

Tell us about the children at your facility

Did your facility serve any children with disabilities? * Yes No ⓘ

Did your facility serve any children who speak languages other than English? * Yes No

Did your facility serve any children who are experiencing homelessness? * Yes No ⓘ

Did your facility serve any children from tribal communities? * Yes No

Did your facility serve any children living in rural areas? * Yes No ⓘ

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program: Providing Safe, Healthy, And High-Quality Child Care Opportunities

Number of Children attended * [input field]

4. Add Grantee Details

There is a single funding period for this application.

Be sure to enter the details marked with a red star. *

If inaccurate details are entered, this could delay your application.

5

5. Tell Us About Program Open/Closures

Was your facility open on 03/12/2021?

Please note that you should check **Yes** if your program is in open status (as opposed to Temporarily Closed), even if you were closed on this day for a vacation day or similar reason. Check **No** if your program was in Closed or Temporarily Closed status on this date



NOTE: If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location

Tell us about the children at your facility

Did your facility serve any children with disabilities? Yes No ⓘ

Did your facility serve any children who speak languages other than English? Yes No

Did your facility serve any children who are experiencing homelessness? Yes No ⓘ

Did your facility serve any children from tribal communities? Yes No

Did your facility serve any children living in rural areas? Yes No ⓘ

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities

Payment Program Providing Safe, Healthy, And High-Quality Child Care Opportunities

Number of Children attended * ⓘ

Comments

Add

6. Tell Us About the Children in Your Program

In this section, you can click on the ⓘ icon for more information about what the question is asking.

Number of Children attended 6 ⓘ

Enter the number of children who attended at least one day between 3/7/2021 and 3/13/2021 at this location.

In this case clicking the more information icon tells you that you need to add the number of children who attended your location **AT LEAST** one day between **03/07/2021** and **03/13/2021**.

Click **Add** to move on to the next page.



NOTE: If you see the ⓘ icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

Update or Verify Location Temporary Closures

7. Temporary Closures

You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the **Add Temporary Closure** button, and you will be taken to the **Closure Schedule** screen shown below.

COVID-19 Payments - Temporary Closure

Common Details
Funding Period: Spring 2021
Grantee Name: Test, Mick

Verify Temporary Closure

From	To	Closure Reason	Comments	
3/8/2021		COVID-19 Lack of staff	i am was also out of many essential supplies, such as cleaning products, baby food, and wipes.	Edit ▶

The closure periods should reflect any periods of time your facility was closed during the funding period (3/7/2021 - 3/13/2021). You must verify the closure periods above by checking the box below and selecting Verify. If you need to add a new closure period, select the 'Add' button.

The closures listed above are accurate and complete for the period of 3/7/2021 to 3/13/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.

Add Temporary Closure ▶

Verify

COVID-19 Payments - Add Closure Schedule

Due to the COVID-19 health emergency, please help DCF understand when you are closed and open. If you are closing, please enter your closure period here and also contact your licensor or certifier.

Common Details
Funding Period: Spring 2021
Grantee Name: Test, Mick

Verify Temporary Closure

From Date * 03/10/2021

To Date *

COVID-19 Closure Reason * COVID-19 Lack of families

Comments * not enough kids

Add

Temporary Closure

After including all appropriate temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.

! If you did not have any temporary closures during the funding period, check the box to verify and select **Verify** to continue through the application.

The closures listed above are accurate and complete for the period of 3/7/2021 to 3/13/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.

Verify

Update or Verify Hours of Operation

COVID-19 Payments - Operational Hours
Add Operational Hours

Common Details

Funding Period: Spring 2021
Grantee Name: Rory, Mick

Operational Hours

Specify your Operating Hours during 3/7/2021 - 3/13/2021

Enter open times for each day you are open (e.g., 7 am - 6 pm)

Sunday
6:00 AM - 6:00 PM

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Open some hours between 6 am and 6 pm ? * Yes No

Open some hours before 6 am or after 6 pm ? * Yes No

Comments

Add

Operational Hours Details

8

8. Hours of Operation

If your location was open fewer hours than normal during the period

03/07/2021 – 03/13/2021 due to COVID-19, please adjust your hours here.

Hours of operation will be auto-filled based on your license or certification hours.

Select the **Add** button to save your information and continue to the **Reopen/Closure Details** section, where you will tell us about your reopening plans if you have been closed.

Attaching Staff to the Program

9. Review Staff Associated with Location

You will be asked to verify every staff member who worked at your location during the funding period. All individuals attached to your location will be displayed on this page.



If you do not see an individual who worked on your staff during the funding period, you must add them through the **Individual Module** if you want them to be considered for funding. Individuals will not be able to be attached until they have a background check request on file. Refer to **Appendix I** for information on how to add an individual.

Common Details			
Funding Period	Spring 2021		
Grantee Name	Test, Mick		

Staff			
Name	Care Type	Current Payroll	
Carrot Cake	Ful-Time	Yes	Details ▶

Add Staff ▶

9

Click here to add staff.

Click here to view staff details.



If you are a family provider, and you are the only employee at your location, you will only need to add yourself.

Adding Individual Staff

10. Add Staff to Be Considered for Funding

To add a staff member to be considered for program funding, use the **Select** button to fill out the staff-level details.

The screenshot shows a web form titled "COVID-19 Payments - Staff" with a sub-header "Staff Attached to COVID-19 Payments Request". The form is divided into sections: "Common Details" (Funding Period: Spring 2021, Grantee Name: Test, Mick), "Staff" (Name: Carrot Cake, Care Type: Full-Time, Current Payroll: Yes), and "Individual" (Name: Carrot Cake, Employment Period: 8/28/2019). The "Staff Details" section includes radio buttons for "This person typically works 21 or more hours per week at this location" (selected) and "This person typically works 20 or fewer hours per week at this location". There are also checkboxes for "Is the individual on payroll at anytime between 03/07/2021 and 05/17/2021?" (Yes/No) and a "Comments" field. A red circle with the number "10" is overlaid on the "Details" button in the "Staff" section. A red arrow points from the "Details" button to the "Add Staff" button at the bottom of the form.

Click the **Add Staff** button to save the individual's information. You will be taken to the *Staff Summary* page to review all the individuals attached to the application. To add more staff to the application from the *Staff Summary* page, click the **Add Staff** button to return to the *Individuals* list to select another employee.

Individuals			
Name	Role(s)	Employment Period	
Cheese Z Cake	Kitchen Staff, Teacher - Assistant	08/28/19	Select ▶
Ice Cream Cake	Applicant/Licensee, Administrator		Select ▶
Pound C Cake	Teacher - Assistant, Kitchen Staff	09/16/19	Select ▶
Chocolate Cakes	Applicant/Licensee	04/28/16	Select ▶
German Chocolate	Director		Select ▶
Suzy Cupcakes	Teacher - Assistant	09/16/19	Select ▶
Devil Food	Kitchen Staff, Teacher - Assistant		Select ▶

Once you have finished adding all individuals to the application, select the **Add Child** button to proceed with the application.

Adding Children Detail

11. Add Children to the Application

You will be asked to add every child who attended at least one day between **03/07/21** – **03/13/21**.

NOTE: The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.

Payment Program Details for Funding Staff Recruitment And Retention Efforts

Payment Program: Funding Staff Recruitment And Retention Efforts
Grant Application ID: 0000000000

Number of Children attended: 6

Grant Status: Incomplete

Comments: [Empty text area]

Add

COVID-19 Payments - Add Child

Common Details

Funding Period: Spring 2021
Grantee Name: Rory, Mick

Child Details

First Name: Saw
Middle Initial: [Empty]
Last Name: Yer
Date of Birth: 7/11/2007
Care Type: Full-time Care (selected), Part-time Care
Has disability?: No (selected)
Speaks language other than English?: No (selected)
Experiencing homelessness?: No (selected)
Living in tribal community?: No (selected)
Living in rural area?: No (selected)
WI Shares recipient during 03/07/2021 - 03/13/2021?: No (selected)
Attend during 03/07/2021 - 03/13/2021?: Yes (selected)

Did the child attend at least one day between 3/7/2021 and 3/13/2021?

Comments: [Empty text area]

Add

Click the  icon for more information about what the question is asking.

Click **Add** once you have filled out all information on the page.

Previous Grant Child List

12. Verify Previous Child List

If you applied for funding in a previous *Child Care Counts* application, children added to your previous application will appear here, and may be copied into your current application. Click **COPY** to add children to your application. This will take you to the *Child Details* page.

Name	Date of Birth	Care Type	
Dina Saur	7/13/2019	Full-Time Care	Copy
Ray Palmer	8/12/2016	Full-Time Care	Copy
Laurel Lance	6/23/2020	Full-Time Care	Copy

Common Details
Funding Period: Spring 2021
Grantee Name: Test, Mick

Add Child

Child List

Child Details

First Name * Dina

Middle Initial

Last Name * Saur

Date of Birth * 7/13/2019

Care Type * Full-time Care Part-time Care ⓘ

Has disability? * Yes No ⓘ

Speaks language other than English? * Yes No ⓘ

Experiencing homelessness? * Yes No ⓘ

Living in tribal community? * Yes No ⓘ

Living in rural area? * Yes No ⓘ

WI Shares recipient during 03/07/2021 - 03/13/2021? * Yes No ⓘ

Attend during 03/07/2021 - 03/13/2021? * Yes No ⓘ

Verify child details that were copied and indicate if the child attended at least one day between **03/07/21** – **03/13/2021**. Click the ⓘ icon for more information about what the questions are asking.

Click the **Add** button once you have filled out all information on the page.

Adding Children Detail

13. Add Children to the Application

After adding a child to the application, you will be taken to the *Child List* that will show you all the children you have added to your application. Click the **Add Child** button to continue adding children to your application. Remember, the number of children displayed here should match the number of children that you listed as enrolled in the *Grant Details* section.

13 **COVID-19 Payments – Child List**

Common Details
Funding Period Spring 2021
Grantee Name Test, Mick [...More](#)

Name	Date of Birth	Care Type	
Dina Saur	7/13/2019	Full-Time Care	Details
Ray Palmer	8/12/2016	Full-Time Care	Details
Laurel Lance	6/23/2020	Full-Time Care	Details
Mick Rory	2/5/2015	Part-Time Care	Details
John Doe	1/10/2016	Full-Time Care	Details

Add Child

COVID-19 Payments – Child Details

Common Details
Funding Period Spring 2021
Grantee Name Test, Mick [...More](#)

Child Details for COVID-19 Payments
First Name Dina
Middle Initial
Last Name Saur
Date of Birth 7/13/2019

[Child List](#)

If you need to update or review the information about a specific child, click on the **Details** button to be taken to that child's record. Click on the **...More** button to get to the **Modify Child** Button.

If you have added a child in error to the application, you can remove the child by checking the box **Remove this child from the grant?**

Comments

Remove this child from the grant?

Save

Click **Save** on the *Modify Child Details* page if you have changed any information; you should be taken back to the *Child List*. You can continue adding children, as needed, or proceed to submit your application.

Finalizing Your Application

14

ID-19 Payments – Child List

Common Details			
Funding Period	Spring 2021		
Grantee Name	Test, Mick		

Name	Date of Birth	Care Type	
Dina Saur	7/13/2019	Full-Time Care	Details ▶
Ray Palmer	8/12/2016	Full-Time Care	Details ▶
Laurel Lance	6/23/2020	Full-Time Care	Details ▶
Mick Rory	2/5/2015	Part-Time Care	Details ▶
John Doe	1/10/2016	Full-Time Care	Details ▶

Buttons: Add Child ▶, **Submit Application ▶**, Application details

14. Review Your Submission
Click the **Submit Application** button to finalize your application.

You will be taken to the **Submit Application** page. The top of the page will review and compare the information that you entered on the **Application Details** page to the information that you entered for each child. Any text in red indicates that there was a mismatch in what you reported in the **Application Details** page with what you reported for each child.

Inconsistent and/or incorrect information will delay and/or could possibly prevent your application from being processed. **It is imperative you go back and fix any issues noted in red.** If you are having trouble fixing and/or modifying your application, please email or call for assistance.

COVID-19 Payments - Submit Application

Common Details	
Funding Period	Spring 2021
Grantee Name	Test, Mick

Payment Program Details for Funding Staff Recruitment And Retention Efforts	
Payment Program	Funding Staff Recruitment And Retention Efforts
Grant Application ID	R000000501
Number of Children Enrolled	6
Did your facility serve any children who speak languages other than English?	Yes
Did your facility serve any children who are experiencing homelessness?	Yes
Did your facility serve any children from tribal communities?	Yes
Did your facility serve any children living in rural areas?	Yes
Grant Status	Incomplete

Children attended for the facility does not match the number of children entered in the application. Number entered: 5
No children with other language were entered.

No children experiencing homelessness were entered

No children from tribal communities were entered

No children from rural areas were entered

Terms and Conditions

- I certify that all information provided in this application is true and correct to the best of my knowledge.
- I certify that my program is currently open, or that I plan to reopen by 05/17/2021.
- I understand that in order to be eligible for this program I must have had:
 - Licensed Group Centers, Licensed Day Camps & Public School Programs: During 03/07/2021 - 03/15/2021, at least 1/3 of enrolled children are age 5 or under.
 - Regulated Family Providers: During 03/07/2021 - 03/15/2021, at least 1 enrolled child age 5 or under.
- I understand that the Department of Children and Families may monitor and review my use of program funds.

If I receive funding for Program B – Funding Staff Recruitment And Retention Efforts I agree to the following:

- I will use the funds to support the costs associated with recruiting and retaining high-quality staff by providing incentive pay or sign-on bonuses to current or future employees with approved background checks.
- I will follow the health and safety administrative rules for child care providers as outlined by DCF Child Care Regulation and meet the requirements of any local orders.
- I understand that the payment is comprised of a base amount and a per-staff amount, and I will use the funds as follows:
 - I will use the awarded per-staff funds to increase pay (in form of a bonus or wage increase) for all individuals (employees or myself as a family provider) that were listed on the application.
 - I will use the awarded base amount funds towards staff recruitment or ongoing support for staff.
- I will keep all original, supporting documentation related to how this funding was spent, including but not limited to:
 - Employee payroll registers or other payroll system substantiation of pay rate increase
 - Communications/notification to employees of wage increase or personnel policy explaining wage increase
- I understand that DCF reserves the right to request documentation of use of this funding for review or audit purposes up to five (5) years after I receive the funds. I agree to promptly supply this documentation upon request.
- I understand that DCF may require repayment of funds disbursed if terms and conditions are not met, and I agree to repay the funds if I fail to meet the terms and conditions of the program.

I accept the Terms and Conditions above.

Submit

Finalizing Your Application

15. Review the Terms and Conditions

After reviewing your information, please read through the **Terms and Conditions** for the program. **Please note** we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.

The screenshot shows a web application interface. At the top, there is a section titled "Common Details" with a light blue header. Below it, two rows of information are displayed: "Funding Period" with the value "Spring 2021" and "Grantee Name" with the value "Rory, Mick". To the right of the second row is a link that says "...More". Below this is another section titled "Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities" with a light blue header. This section contains four rows of information: "Payment Program" with the value "Providing Safe, Healthy, And High-Quality Child Care Opportunities", "Grant Application ID" with the value "P000000300", "Number of Children Enrolled" with the value "14", and "Grant Status" with the value "Incomplete". A large red circle with the number "15" is overlaid on the "Terms and Conditions" text, which is mostly blurred. At the bottom of the form, there is a checkbox labeled "I accept the Terms and Conditions above" and a blue "Submit" button. A red circle with the number "16" is overlaid on the "Submit" button.

Common Details	
Funding Period	Spring 2021
Grantee Name	Rory, Mick

[...More](#)

Payment Program Details for Providing Safe, Healthy, And High-Quality Child Care Opportunities	
Payment Program	Providing Safe, Healthy, And High-Quality Child Care Opportunities
Grant Application ID	P000000300
Number of Children Enrolled	14
Grant Status	Incomplete

15 Terms and Conditions

I accept the Terms and Conditions above

16 Submit

16. Submit Your Application

Once you have read through the **Terms and Conditions**, click the "I accept the Terms and Conditions above" checkbox, and click the **Submit** button to submit your application for the program.

Modifying After Submission

17. Updating After Submitting

You will have the ability to update your application after submission, until the application period ends at midnight. You will need to modify each section and its detail level information.

- To modify the *Common Details*, click the **Modify Common Details** button.

- To modify the *Application Details*, specifically the number of children enrolled during the funding period, select the **Modify Application Details** button.

Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

COVID-19 Payments – Application Details

[Continue to Child List](#)

Common Details

Grantee First Name: Mick
 Grantee Middle Initial:
 Grantee Last Name: Test
 Grantee Email: test@gmail.com
 Grantee Phone: (665) 646-5546
 Funding Period: Spring 2021

Was your facility open on 03/12/2021? Yes
 Did your facility serve any children with disabilities? No
 Did your facility serve any children who speak languages other than English? Yes
 Did your facility serve any children who are experiencing homelessness? Yes
 Did your facility serve any children from tribal communities? Yes
 Did your facility serve any children living in rural areas? Yes

[Modify Common Details](#)

Payment Program Details for Funding Staff Recruitment And Retention Efforts

Payment Program: Funding Staff Recruitment And Retention Efforts
 Grant Application ID: R00000301
 Number of Children attended:
 Grant Status: Submitted (view Terms and Conditions)

[Modify Application Details](#)

[Temporary Closure](#) [Operational Hours](#) [Staff](#) [Children](#) [Closure/Re-Open Details](#) [Payment Documents](#)

[Program Integrity Documents](#)

[Payment Program Summary](#)

You can use the **Temporary Closure, Operational Hours, Staff, Children, Closure/Reopen** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.



APPENDIX

APPENDIX I

Adding Individuals to the Child Care Provider Portal

This module allows child care providers to enter current and prospective employees and household members for background check purposes.

Individuals

Select Staff to Attach to COVID-19 Payments Request 

If a staff member is not listed below, access the Individuals link in the right-side sandwich menu to add the staff member onto your Individual list.

Common Details			
Funding Period	Spring 2021		
Grantee Name	Test, Mick		

[More](#)

Individuals			
Name	Role(s)	Employment Period	
Cheese Z Cake	Kitchen Staff, Teacher - Assistant	08/28/19	Select ▶
Ice Cream Cake	Applicant/Licensee, Administrator		Select ▶
Pound C Cake	Teacher - Assistant, Kitchen Staff	09/16/19	Select ▶
Chocolate Cakes	Applicant/Licensee	04/28/16	Select ▶
German Chocolate	Director		Select ▶
Suzy Cupcakes	Teacher - Assistant	09/16/19	Select ▶
Devil Food	Kitchen Staff, Teacher - Assistant		Select ▶
Mia Gg	Facilities Staff	02/03/20	Select ▶
Marble C Mixture	Teacher - Lead, Teacher - Assistant	07/01/18	Select ▶
Maribel C Oso	Teacher - Lead	08/29/18	Select ▶

 **Staff List** 

If you do not see an individual who worked on your staff during the funding period, you must add them through this module if you want them to be considered for funding.

Individuals will not be able to be attached until they have a background check request on file.

Follow the link below to download the latest **Child Care Provider Portal (CCPP) User Guide**.



<https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf>